



# Employee Services Division

Office of Oceanic and Atmospheric Research (OAR)

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“Success is best when it’s shared.”

## IMPORTANT REMINDERS

**01.** Click [here](#) for ePar form

**02.** Monthly HR Liaison Meeting – 12/2/2020 @ 2pm

**03.** Enterprise Services – Helpful [SOPS](#)

## CAPS PERFORMANCE MANAGEMENT

Payouts occur PP22/Week of November 16. PMTS for **FINAL FY20** Performance Plans due in Google Folder by November 13<sup>th</sup>. FY21 Performance Plans implemented by November 30. PMTS for **IMPLEMENTATION FY21** Performance Plans due in Google Folder by November 30.

## AWARDS

OAR Awards Ceremony will be virtual and held on December 1.

**\*\*Coming Soon\*\*** – OAR Awards is proud to announce the upcoming call for nominations for the Outstanding Scientific Paper Award. More details to follow regarding nomination requirements and eligibility.

## OHCS UPDATES

The Office of Human Capital Services (OHCS) utilizes many email service accounts to support NOAA employees with password resets, system issues, submission of requests for benefits information, etc. A number of these email addresses have recently changed, while others remain the same. Here is a brief description of what each supports:

- [CLC.Help@noaa.gov](mailto:CLC.Help@noaa.gov) has been renamed to [NOAA.CLC.Help@noaa.gov](mailto:NOAA.CLC.Help@noaa.gov)
- [WFMO.reports@noaa.gov](mailto:WFMO.reports@noaa.gov) has been renamed [OHCS.HR.Reporting@noaa.gov](mailto:OHCS.HR.Reporting@noaa.gov)
- [WFMO.retirements@noaa.gov](mailto:WFMO.retirements@noaa.gov) has been renamed [OHCS.Retirements@noaa.gov](mailto:OHCS.Retirements@noaa.gov)
- [WSD.support@noaa.gov](mailto:WSD.support@noaa.gov) has been renamed [OHCS.systems.support@noaa.gov](mailto:OHCS.systems.support@noaa.gov)

## EMPLOYEE SERVICES DIVISION

Director – **Andrea Arnold**

### Employee Recruitment & Strategy Team

- Tim Ash Scott
- Gretchen Church
- Elizabeth Haefeli
- Victor Villones

### Employee Development & Recognition Team

- SheRee Lee
- Gerry Coffee
- Keeli Otto
- Antoninette Griffin
- Angelica Dolford



## TIME AND ATTENDANCE

*This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2<sup>nd</sup> Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.*

## TRANSIT SUBSIDY

For guidance on using the transit subsidy program during COVID-19, please refer to [this link](#). Individuals who are in maximum telework status should stop recurring payments. Please direct any questions to the OAR Transit Subsidy Coordinator, Keeli Otto, at [keeli.otto@noaa.gov](mailto:keeli.otto@noaa.gov).

## SUPERVISOR CORNER

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Management Skills for New Supervisors (MSNS):

- February 8-12, 2021 and July 26-30, 2021 (Eastern Time)

Registration via the Commerce Learning Center ([CLC](#))

## NEW EMPLOYEE CORNER

To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)

[New Employee Checklist](#)

[Supervisor Checklist](#)

## OAR LEARNING

- **11/17 - IT Presentation (1pm ET):** Specific topics TBD
  - *AUDIENCE: Federal employees*
  - Please register for KNOW-vember: IT Presentation on Nov 17, 2020 1:00 PM EST at: <https://attendee.gotowebinar.com/register/7659634915535851277>
- **11/19 - Pathways Program Overview (2pm ET):** Co-facilitated with NOAA Pathways Program Managers - discussion on the Intern, Recent Graduate, & Presidential Management Fellows Programs
  - *AUDIENCE: Hiring Managers and/or those involved in the hiring process*
  - Please register for KNOW-vember: Pathways Program Overview on Nov 19, 2020 2:00 PM EST at: <https://attendee.gotowebinar.com/register/5222846668523828237>

## OAR DETAIL OPPORTUNITY SUBMISSION FORM

Please submit this form [Detail Opportunity Submission Form](#) to advertise a detail opportunity in your lab/program. Upon posting a detail assignment, you will receive a resume along with a brief statement of interest from any interested candidates. If you make a selection, please consult with the selectee's supervisor to confirm a start date.

To apply for any of the detail positions, please click on the following [Open OAR Detail Opportunities](#) and send your resume and statement of interest to the listed point of contact.



## IMPORTANT DATES TO REMEMBER:

- FY21 Performance Plans due – 11/30
- OAR Award Ceremony – 12/1, 1pm ET
- Outstanding Scientific Paper due – 2/1/21

## HELPFUL LINKS

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[OAR HUB](#)

[Enterprise Services](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

## 2020 FEDERAL EMPLOYEE VIEWPOINT SURVEY

Thank you to those that participated in the 2020 FEVS that concluded on November 2, 2020. OAR achieved a preliminary response rate of 48.0%, above NOAA's overall participation rate of 44.1%. OPM will provide the survey results in the coming months with a specific section focused on COVID's impact on the workforce. For more information on past FEVS results, please click on the following OAR HUB [link](#).